



MECKLENBURG COUNTY
Land Use and Environmental Services Agency
Code Enforcement

MEMO

Date: June 4, 2013

To: Code Enforcement Customers

From: Mecklenburg County Code Enforcement
Land Use and Environmental Services Agency

Re: **Contractor's Cancellation Process**

The [Credit-Cancellation Form](#) (Credit/Refund Application & Adjustment/Cancellation Form) found on meckpermit.com, is used primarily when cancelling a project due to "contractor not doing work or no longer doing work". When a permit is replaced with a new contractor's permit; the new contractor takes responsibility for all previous contractors' inspections. This includes sub-contract work for permits paid by the general contractor (GC) regardless of a pass / fail inspection result for calculation purposes at the end of the project. We will not cancel an open permit with inspection history, until the replacement permit is issued to ensure all inspection history remains intact. Fees will be calculated upon written request to cancel the permit. All appropriate credits or charges will be applied to the contractor's account at this time.

In an effort to distinguish between permits submitted for cancellation with and without inspection history; we will introduce a new status for permits (with inspection history or plan review history), named "**Resigned**" and will be displayed in the "Active Permits" tab. When a permit is "**Resigned**" the project will be locked down (stop work). No inspection can be requested, to include all open sub-permits paid for by the original GC. The system will change the sub-contractors on all open subs to the unknown contractor. This relieves the contractor from further injury on the project.

Once a replacement permit is issued on the project, the "**Resigned**" permit status will become "**Replaced**", and displayed in the "Closed Permit" tab. The replacement master permit does not activate open sub-permits from the old GC; but instead forces new sub-permits to be issued under the new building contractor.

Effective: 6-6-2013